


ADMINISTRATIVE-INTERNAL USE ONLY

16 March 1982

MEMORANDUM FOR: Director of Information Services

FROM:


Chief, Classification Review Division

STAT

SUBJECT: Dissemination of Guidelines for Manuscript Review

REFERENCE: DDA 82-0336/1, 16 February 1982

1. We continue to be concerned about the number of books and articles, both fiction and non-fiction, written by former Agency employees. The number of such manuscripts submitted for pre-publication review has increased by some 40 percent in recent years, and this trend shows little sign of abatement.

2. The percentage of these manuscripts, particularly autobiographical accounts and descriptions of Agency operations thinly disguised as fiction, that are denied in their entirety or require extensive revisions increases the risk of acrimonious relations between the Agency and its former employees, and may result in litigation. We believe that this risk can be lessened by providing each departing employee, just prior to his leaving the Agency, with a brief description of Agency policy regarding manuscripts to be submitted for pre-publication review.

3. Referenced memorandum sets forth Publications Review Board guidelines for manuscripts. It is recommended that the essential points in this memorandum be incorporated into a statement concerning the requirement for submission of manuscripts for pre-publication review. This will ensure that the departing employee is adequately forewarned of the restrictions as to what he or she may write before much time and effort is invested on the manuscript.



STAT

Distribution:

Orig - Addressee

1 - Publication Review (Policy and Procedure)

1 - Chrono

 al (16 March 1982)

STAT

ADMINISTRATIVE-INTERNAL USE ONLY